



RESTON COMMUNITY CENTER



**Reston Community Center
Board of Governors Monthly Meeting
June 01, 2026
Table of Contents**

[Meeting Agenda](#)

[May 04, 2026 Board Meeting Minutes](#)

[May 04, 2026 Board Actions](#)

[Attachment – Security Deposit Proposal](#)

[Attachment – FOIA Presentation](#)

[May 04, 2026 Finance Committee Meeting Minutes](#)

[RCC OGM, Board Operations / No. 3](#)

[RCC OGM, Board Operations / No. 4](#)

[M.C. Dean Proposal](#)



**Reston Community Center
Board of Governors Monthly Meeting
June 01, 2026
Meeting Agenda**

7:00 – Call to Order	Bill Bouie, Chair
7:02 – Approval of Agenda	Bill Bouie, Chair
<ul style="list-style-type: none"> • Approval of May 04, 2026 Board Meeting Minutes (as reviewed and approved by the Board Secretary) • Approval of May 04, 2026 Board Actions (as reviewed and approved by the Board Secretary) 	
7:03 – Chair’s Remarks	Bill Bouie, Chair
7:05 – Bev’s Moment	Beverly Cosham, Vice Chair
7:08 – Introduction of Visitors	
7:09 – Community Input	
7:10 – Committee Reports	
<ul style="list-style-type: none"> • Approval of May 04, 2026 Finance Committee Report 	Paul Thomas, Committee Chair
7:13 – Board Member Input on Activities Attended	
7:23 – Executive Director’s Report	BeBe Nguyen, Executive Director
7:33 – Ongoing Business	Bill Bouie, Chair
<ul style="list-style-type: none"> • Reaffirm: RCC OGM, Board Operations / No. 3 – Virtual Meetings • Reaffirm: RCC OGM, Board Operations / No. 4 – Remote Participation 	Bill Bouie, Chair
7:40 – New Business	Bill Bouie, Chair
<ul style="list-style-type: none"> • M.C. Dean proposal for HW Facility Security Upgrades • Proposal: Artwork to Celebrate The Reston Chorale’s 60th 	BeBe Nguyen, Executive Director BeBe Nguyen, Executive Director
8:00 – Adjournment	Bill Bouie, Chair

Events	Date	Time
LFI Commencement (RTC Pavillion)	June 03	6:00 pm
SLHS Steam Team (SLHS Rm 362)	June 03	7:00 pm
FISH Fling! (Crowne Plaza Dulles)	June 06	6:00 pm
RCC BOG Annual Public Hearing	June 22	6:30 pm
Park & Recreation Month	July	N/A
RCC BOG Finance Committee Mtg	July 20	6:15 pm
RCC BOG Monthly Meeting	July 20	7:00 pm



RESTON COMMUNITY CENTER



SUMMARY OF MINUTES RESTON COMMUNITY CENTER BOARD OF GOVERNORS MEETING May 04, 2026

Present:

- Bill Bouie
- Beverly Cosham
- Bill Penniman
- Paul Thomas
- Shane Ziegler

Absent/Excused:

- Vicky Wingert
- Malka Wickramatilake
- Paul Berry
- Lisa Sechrest-Ehrhardt

Guests:

See Sign-in Sheet

Attending from RCC Staff:

- BeBe Nguyen, Executive Director
- Ben Skinner, Chief Executive Assistant

Introduction

Bill B. called the meeting to order at 7: p.m.

MOTION #1: Approval of the Agenda

Paul T. moved that the Board approve. Shane seconded the motion. The motion passed unanimously.

MOTION #2: Approval of April 06, 2026 Board Minutes

Beverly asked for one edit for clarity, removing the word "than" from the phrase "less than formal."
Paul T. moved that the Board approve. Shane seconded the motion. The motion passed unanimously.

MOTION #3: Approval of April 06, 2026 Board Actions

Paul T. moved that the Board approve. Shane seconded the motion. The motion passed unanimously.

Chair's Remarks

Bill B. welcomed the one visitor and asked if he'd like to comment. The visitor declined to comment.

Bev's Moment

Beverly shared the poem "I'm Still Here" by Patricia Fleming.

My looks are nothing special,
My face reveals my age,
My body shows some wear and tear,
And my energy's not the same.

Too often my memory fails me,
And I lose things all the time.
One minute I know what I plan to do,

May 04, 2026 RCC Board of Governors Meeting

And the next it may just slip my mind.

I try hard to avoid my mirror.
There are things I would rather not see,
And even those times when I just catch a glimpse,
I can no longer recognize me.

The things I used to do with ease
Can now cause aches and pains,
And the quality of the things I do
Will never be quite the same.

I always compare my older self
To those younger versions of me,
And I know I'm wasting too much time
Missing who I used to be.

But the thing that really makes me sad
Is despite what people see,
Underneath my tattered, worn out shell,
I'm still the same old me.

My heart can still feel endless love,
And at times it still can ache.
My heart can fill with so much joy,
And then it can suddenly break.

My soul can still feel sympathy
And longs for forgiveness and peace,
And there are times its light shines boldly through,
And times when it longs for release.

It's true, maybe now that I'm older,
Feeling lonely may be status quo,
But it also has made me more willing
To forgive and let past conflicts go.

So maybe to some I look ugly and old,
A person who barely exists.
I'm still quite aware of the beauty inside,
And my value should not be dismissed.

So although not as strong and no beauty, it's true,
I'm still here and want so much to live,
And I know that there's no one in this world quite like me,
And no one who has more to give.

Visitors

One visitor – See sign-in sheet

Committee Reports

Paul T. summarized what was discussed in the Board's Finance Committee meeting. He noted revenue is at 100.8% of the projected budget, in part due to Youth & Teen being 50% above their projected revenue for the year. Paul T. highlighted fee waiver utilization is at \$179,000 for the year. Lastly, he noted advancements are underway in both Hunters Woods and Lake Anne lobbies, as part of capital projects, which will include a photo of Leila Gordon, the former Executive Director, for which the theater is now named.

Bill asked that we move on to Brianne's security deposit proposal review.

Attachments – Repeat Renters / Partners, Security Deposit Benchmarks for Northern Virginia

May 04, 2026 RCC Board of Governors Meeting

Brianne summarized the information listed in the proposal, as attached. She stated the Finance Committee recommended combining options 2 and 3, holding a security deposit until the end of the renter's contract period and maintaining a credit card on file for damages. Bill P. noted the recommendation is lower than the surrounding area. Brianne explained this was done to ease the transition to this new program, adding it will be adjusted as future reviews dictate. Bill P. asked if a patron rents for one night, would they receive their deposit back at the end of the night? Brianne answered, yes, following a satisfactory walk through with facility staff.

MOTION #4: Approval of Security Deposit Proposal

Paul T. moved that the Board approve. Shane seconded the motion. The motion passed unanimously.

FOIA Briefing

Bill B. handed it over to Molly Shannon, FOIA Officer with Fairfax County, for a briefing on FOIA regulations and how they apply to Board activities.

Attachment – RCC FOIA Briefing_2026

Molly presented FOIA information as provided in the attached slide deck, "RCC FOIA Briefing_2026" with the following additional notes.

Molly advised the Board, when utilizing AI, if FOIA is involved, bear in mind that Fairfax County falls under Virginia State FOIA, not Federal FOIA. AI tends to conflate the two.

Bill P. asked whether hand written notes at Board meetings are subject to FOIA. Molly noted, if those notes are maintained, based on retention timelines, you may be required to provide them if requested. She also noted many categories of documents have a 0 year retention policy beyond the point of administrative use, which may also apply to Board notes.

Lorna asked what the procedure is if a FOIA request is received for another agency. Molly answered the request should be reported to the county FOIA office, so it can determine whether the county is the proper custodian of the record and where to route the request.

BeBe asked Molly to speak to FOIA requests for surveillance footage. Molly explained several security exemptions apply to FOIA requests, like footage taken by a hidden or blacked out camera.

Paul T. asked about considerations for public events where multiple board members might be present according to applicable FOIA guidelines. Molly encouraged board members to enjoy public events and use them to catch up on board members lives outside board activities, as conversations that include board matters may be bound by FOIA regulations/guidelines.

Board Member Input on Activities Attended

Paul T. stated he went to the Cornerstones Gala, Seasons of the Witch and coached the SLHS JV Girls Soccer team this past month. Bev advised she attended the Valor Awards, bowled a 154 with the RCC bowling team, was part of a panel at Founder's Day and attended Seasons of the Witch. Bill P. stated he attended Founder's Day.

Executive Director's Report

BeBe reviewed the Executive Director's Report, highlighting the following items:

Hunters Woods and Lake Anne lobby renovations are underway. Complimentary tickets were provided to Hunters Woods Fellowship House to encourage increased engagement between those residents and our theater. Ceramicist Andrew Costo's master class was well received at Lake Anne. The theater will be hosting a third weekend of the popular "A Funny Thing Happened on the Way to the Forum." RCC's Aquatics Department is the second highest lifeguard trainer in the region and will be providing testimony to the Board of Supervisors at the Board's Water Safety Month Proclamation tomorrow. Communications continues to work on website ADA compliance. Mark with Arts and Culture has agreed to take on videography duties for the Board meetings – thank you Mark. RCC hired new Young Actors Theater staff. NFT and incident reporting processing is being streamlined. The Executive Director attended Housing and Community Development meetings, RELAC mitigation conversations for our Vantage Hill community members, the Valor Awards and Cornerstones of Our Community, this past month.

May 04, 2026 RCC Board of Governors Meeting

Ongoing Business

N/A

New Business

Paul T. noted the Outstanding Performance Award writeups for RCC staff in the board package, for Board attention.

Upcoming Events

N/A

Bill B. congratulated RCC for coordinating the Board of Supervisor's Water Safety Month Proclamation and adjourned the meeting at 8:07 p.m.



**Lisa Sechrest-Ehrhardt
Board Secretary**

5/29/2026

Date

May 04, 2026 RCC Board of Governors Meeting

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 04, 2026

- 26-0504-1 Bd That the Board approve the Agenda.
- 26-0504-2 Bd That the Board approve the April 06, 2026 Board Minutes.
- 26-0504-3 Bd That the Board approve the April 06, 2026 Board Actions.
- 26-0504-4 Bd That the Board approve the Security Deposit Proposal.



Lisa Sechrest-Ehrhardt
Board Secretary

5/29/2026

Date

Repeat Renters / Partners

Option 1: When a new contract is submitted for the upcoming season of rentals, a security deposit will be paid at the time of the contract submission. If the renter is paying monthly, they would pay on the first of the month and if there are three months' worth of payments without issue, the security deposit will be refunded by the third payment.

If a renter is paying quarterly, they'd make payment of Q1 and the security deposit up front and if the following three months pass without issue, the security deposit will be refunded when Q2 payment is made.

The remainder of the contract would be moving forward without the security deposit.

Option 2: When a new contract is submitted for the upcoming season of rentals, a security deposit will be paid at the time of the contract submission. Regular payments for the rentals would take place as scheduled, whether monthly or quarterly. At the end of the rental contract timeframe, the security deposit would be applied to the remaining balance instead of refunding it.

Option 3: Continue with regular repeat renters and partners without collecting security deposits but requiring a credit card is on file in case of damages.

Proposed Security Deposits

RCC Facility	Room Type	Capacity	Hourly Rental Rates		Security Deposit
			Reston	Non-Reston	
RCC Hunters Woods	Small Meeting Room	20	\$14	\$42	\$25
	Small Meeting Room 5	14	\$14	\$42	\$25
	Medium Meeting Room	40	\$22	\$66	\$50
	Intermediate Meeting Room	64	\$30	\$90	\$75
	Large Meeting Room	88	\$38	\$114	\$100
	Community Room	216	\$70	\$210	\$250
	Kitchen	12	\$16	\$48	NA
RCC Lake Anne	Jo Ann Rose Gallery & Kitchen	100	\$50	\$150	\$100

Security Deposit Benchmarks for Northern Virginia

Location	Room Type	Seating Capacity	Security Deposit	*NOTES:
Fairfax City	Classroom	50 – 60	\$100	
Fairfax City	Event Space	90	\$650	
Fairfax City	Event/Performance Space	150	\$450	
Fairfax City	Event/Performance Space	333	\$650	
Arlington County	Event Space	150	\$550	
Arlington County	Classroom/Meeting Space	30 – 60	*None	*No security deposit is collected but if damages occur, an automatic \$50 charge will be applied to the CC on file
NOVA Parks	Event Space	230	\$1,000	
NOVA Parks	Event Space	200	\$1,000	
NOVA Parks	Event Space	200	\$1,000	
Herndon	Event Space	150	\$200	
Herndon	Classroom/Meeting Space	64	\$75	
Herndon	Classroom/Meeting Space	35	\$50	
Herndon	Classroom/Meeting Space	30	\$40	
City of Alexandria	Small/Large Meeting Space Gymnasium Auditorium	20 for small up to 125	*See note	*Deposit will range and match the total rental fees collected but is capped at \$500
McLean	Old Firehouse Center	*Private Rentals capped at 50	\$250	*Capacity is much greater but private rentals are managed differently
Falls Church	Small to Large Meeting/Event Space	35 to 75	\$200	
Falls Church	Gymnasium	400	\$200	
Loudoun County	Event Space	200	\$1,000	

YOUR RIGHTS & RESPONSIBILITIES UNDER THE VIRGINIA FREEDOM OF INFORMATION ACT (FOIA)

RESTON COMMUNITY CENTER GOVERNING BOARD


Presented by:
Molly Shannon, Countywide FOIA Officer
The Office of Public Affairs





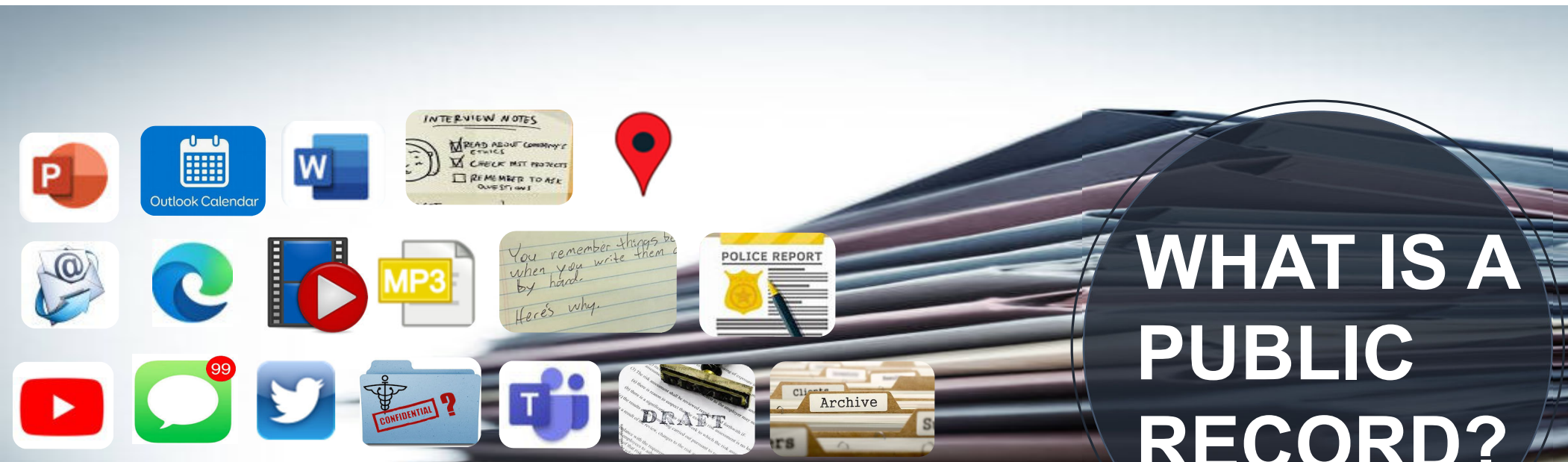
WHAT IS THE VIRGINIA FREEDOM OF INFORMATION ACT?

- Enacted by the Virginia General Assembly July 1, 1968
- Grants VA residents and members of the media access to ***public records*** and ***public meetings***.
- Application of openness and record access broad - any exemption from public access should be narrowly applied.

A horizontal banner at the top of the slide features silhouettes of several people in a networked environment. The background is light blue with a grid of white lines connecting various points, suggesting a digital or organizational network. The silhouettes are dark, and a bright light source in the center creates a lens flare effect, illuminating the scene from behind. The overall aesthetic is modern and professional.

WHY DO I NEED TO KNOW ABOUT VFOIA?

- Every employee, elected official, and BAC member is responsible for VFOIA compliance.
- You have rights as a VA resident.
- There are individual civil penalties for knowingly violating VFOIA. \$500-\$2K OR \$2K-5K + \$100/record for destruction of records.
- Balancing transparency and privacy takes a team!



- “Public records” - all writings and recordings...prepared or owned by, or in the possession of a public body or its officers, employees or agents in the **transaction of public business.** – **No matter the format or location!**
- **This means personal/private devices, applications, locations, etc., might store public records if those records are related to RCC business.**

GOOD RECORDS MANAGEMENT = EFFICIENT VFOIA RESPONSE



The Library of Virginia has specific retention schedules that outline how long records should be kept.

[Library of Virginia Records Management Locality General Schedules](#)



Good records management allows for compliant and efficient VFOIA responses.



[Fairfax County Archives & Records Management Branch](#) is the SME for records retention questions.



Know what retention schedules apply to your records.

WHAT DO I DO IF I RECEIVE A REQUEST?



Requesters do not need to say “FOIA” to make it a FOIA request! No such thing as a formal request.



Document the request details/contact info and notify the FOIA Office ASAP. We have 5 business days to respond +7-day extension if needed.



FOIA allows actual and reasonable charges. We must notify requesters that fees may apply and that they are entitled to a cost estimate. The FOIA Policy encourages Fee waivers if \$50 or less.



Responses must be made in writing!

ARE ALL PUBLIC RECORDS AND INFORMATION RELEASABLE?



All public records can be requested but not all information is releasable.



Exemptions are privacy laws that allow public bodies to withhold sensitive information.



May release, required to release, and cannot release:

- ✓ must be in writing,
- ✓ must cite exemption code,
- ✓ must describe subject matter and volume of records being withheld.

COMMON EXEMPTIONS



Personnel Information - [§ 2.2-3705.1\(1\)](#)



Attorney Client Privilege - [§ 2.2-3705.1\(2\)](#)



Closed Meeting Records - [§ 2.2-3705.1\(5\)](#)



Personal Contact Information - [§ 2.2-3705.1\(10\)](#)



*Social security numbers - [§ 2.2-3808.1](#)



*Driver's license/account numbers - [§ 2.2-3808.1](#)

BEST PRACTICES



FOIA is about the content of records not the location – is business being conducted or discussed on a personal device or application? If yes, then those records are subject to VFOIA.



Keep RCC related records and communications organized separate from personal records.

Have a plan in place for record succession when you leave the RCC Governing Board.



Be mindful that your correspondence and records may be made public if it deals with Fairfax County business. Be thoughtful about your communications!

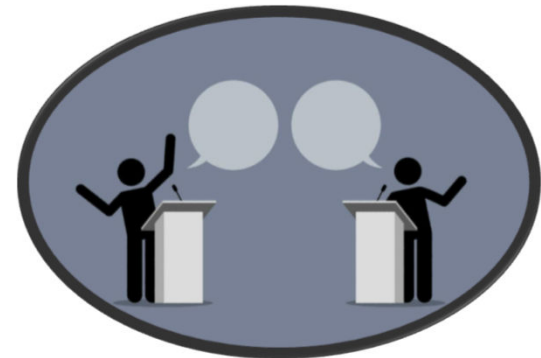
- Any assemblage of three or more members of a public body,
- Engaged in the discussion or transaction of public business.
- Meetings can inadvertently occur electronically. Be wary of e-mail and “reply all” and group texts.
- Avoid gatherings of more than 2
- Be mindful of informal gatherings immediately before and after meetings
- If 3 or more are present and the gathering hasn’t been noticed:
 - Sit in groups of 2
 - Keep quiet; don’t talk
 - Leave
 - Redirect the conversation



WHAT IS A PUBLIC MEETING?

WHAT IS NOT A PUBLIC MEETING

- A social gathering with no discussion or transaction of public business;
- A public forum, candidate appearance, or debate with no discussion or transaction of public business; or
- A meeting of public employees.



ELECTRONIC MEETINGS

- Emergency Meetings
 - State of emergency declared by the governor
 - Must be impracticable or unsafe to gather a physical quorum
 - The meeting must be necessary
- Remote Participation
 - Have a policy in place
 - Medical condition or disability, or that of a family member (unlimited)
 - Personal matter (limited to twice per year or 25% of the meetings)

- The notice shall be posted at least three working days prior to the meeting.
- **The notice shall include** the: date, time, location, and remote location (if required).
- If changes to posting details are needed, allow three days notice to the public.
- Public bodies shall post such notice:
 - ✓ on its official public government website,
 - ✓ in a prominent public location at which notices are regularly posted; and
 - ✓ at the office of the clerk services or, in the case of a public body that has no clerk, at the office of the chief administrator.



MEETING NOTICE

PUBLIC MEETING MATERIALS



Minutes of the meeting must be taken, preserved, and posted online seven working days after they are approved.



There are additional requirements for minutes of electronic meetings. See Code §§ 2.2-3707(I); -2708.3(B)(4) and (C)(10).



The agenda and agenda packets must be made available for public inspection at the same time the documents are furnished to the members of the public body.

CLOSED SESSION



Closed Session motion:

1. Identifies the subject matter for the closed meeting.
2. Specifically states what that matter is.
3. Makes specific reference to the applicable exemption from the open meeting requirements.



After Closed Session, the “cleansing motion”:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter.
2. Only such public business matters as were identified in the motion were heard, discussed or considered.

COUNTY VFOIA RESOURCES



[COUNTYWIDE
FOIA POLICY](#)



[OPA
COUNTYWIDE
FOIA OFFICE](#)



[OFFICE OF THE
COUNTY
ATTORNEY](#)



[COUNTY ARCHIVES](#)
EMAIL:
[DITARCHIVESREQUEST
S@FAIRFAXCOUNTY.G
OV](mailto:ditarchivesrequest@fairfaxcounty.gov)



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AGENCY FOIA
POINT OF
CONTACT!](#)



[FOIA
RESOURCES
PAGE FOR
EMPLOYEES](#)

CONTACT INFORMATION



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(703-324-2421)

Clerk Services

Jill Cooper, Clerk to the Board

(703-324-2869)



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
FINANCE COMMITTEE MEETING
May 04, 2026**

Present:

- Paul Thomas
- Bill Bouie
- Shane Ziegler

Absent/Excused:

- Paul Berry (excused)
- Malka Wickramatilake (excused)

RCC Staff:

- BeBe Nguyen, Executive Director
- Brianne Baglini, Deputy Director
- Ben Skinner, Chief Executive Assistant

Paul T. called the meeting to order at 6:15 p.m.

BeBe reviewed the financial report for March 2026, highlighting the following items:

Revenue: Overall profile is strong. Arts Education is overperforming by almost 50%. Paul T. and Bill B. expressed enthusiasm for Y&T enrollment numbers and use of the fee waiver program. BeBe added Y&T has done well integrating current trends, including TikTok, YouTube and the influencer space into programming. Additionally, she noted a successful marketing campaign and use of ambassadors for getting fee waiver information out to the public. BeBe added the fee waiver program is undergoing a rebranding and will be changed to "All Access" to reflect more inclusive labeling. Paul T. noted he'd like to make sure the labeling we use makes it easy for the public to grasp the purpose of the program.

Personnel: Underutilized in facility services due to a period of underemployment. Paul T. asked for clarification regarding the added descriptor "Booking" after Facility Services. Brianne noted Facilities is broken up into two cost centers, Booking and Maintenance, and is so reflected in the report.

Operational: All as expected. Overage in IT was addressed in the previous finance committee meeting.

Capital Projects: The lobby wall project has started. Majority of work will be completed in two to three days at both locations, Hunters Woods and Lake Anne. Monitors for the project are delayed with an unknown delivery date. Paul T. asked for the purpose of the monitors. Brianne noted they will replace previously printed posters. BeBe added a picture of Leila will be displayed on the wall closest to the theater and Bob Simon's principles will be displayed on another portion of the wall. Paul T. asked about the \$0 value under Art Wall Design. Brianne explained it is closed out and should be removed from the report.

Other notes: Shane asked about the purpose of the community partnerships budget. BeBe explained it is used for new initiatives, previously unplanned, allowing RCC to respond in a timely manner to community needs as they arise. Shane asked what controls the rate at which tax revenue is received, understanding RCC is already over the 100% threshold for revenue. Paul T. noted some homeowners don't pay property taxes through their mortgage, resulting in a more frequent rate of payment.

May 04, 2026 RCC Board of Governors Finance Committee Meeting

Proposal – Security Deposit: Brianne Baglini

Attachments – Repeat Renters / Partners, Security Deposit Benchmarks for Northern Virginia

Brianne noted the NOVA Parks event space is considered a high-end facility, justifying the larger security deposit and as a result, should not be used as a direct comparable. She stated the proposed rates for RCC's smaller meeting rooms are in line with local comparables. Additionally, starting at the lower end of the range will possibly ease the transition for a community previously not charged a security deposit. Options for implementing a security deposit were laid out per the attachments referenced above. Bill B. recommended implementing a combination of plans 2 and 3, deducting the security deposit at the end of the contract period and having a card on file for damage incurred. He also asked whether charges would be made for cleaning. Brianne stated patrons would be charged for excessive cleaning.

MOTION #1: Approval of Proposal

Paul T. moved that the finance committee submit the proposal to the full board. Shane seconded the motion. The motion passed unanimously.

Paul T. adjourned the meeting at 6:44 p.m.



Paul D. Thomas
Board Treasurer

5/27/2026

Date

RCC OPERATING GUIDANCE MEMORANDUM NUMBER: Board Operations/No. 3	FUNCTIONAL AREA: Board of Governors SUBJECT: All Virtual Meetings
APPLIES TO: Board meetings and administrative support	AUTHORITY: RCC Executive Director STAFF COORDINATION: RCC Chief Executive Assistant
EFFECTIVE DATE: 07/01/25	EXPIRATION DATE: 06/30/26 Must be reaffirmed annually.
SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE: Office of the County Attorney guidance regarding Virginia Code 2024 Updates	RELATED OGM: Board Operations/No. 2

1. AUTHORITY AND SCOPE

This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

This policy must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).

This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

2. DEFINITIONS

- a. "BAC" means the Reston Community Center Board of Governors (RCC BOG) or any committee, subcommittee, or other entity of the RCC BOG.
- b. "Member" means any member of the RCC BOG.
- c. "All-virtual public meeting" means a public meeting conducted by the [BAC] using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.
- d. "Meeting" means a meeting as defined by Va. Code § 2.2-3701.
- e. "Notify" or "notifies," for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED

An all-virtual public meeting may be held under the following circumstances:

- a. It is impracticable or unsafe to assemble a quorum of the [BAC] in a single location, but a state of emergency has not been declared by the Governor or Fairfax County Board of Supervisors; or
- b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

- c. The RCC BOG has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and
- d. The RCC BOG's last meeting was not an all-virtual public meeting.

4. PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING

The RCC BOG may schedule its all-virtual public meetings at the same time and using the same procedures used by the RCC BOG to set its meetings calendar for the calendar year; or

If the [BAC] wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the RCC BOG Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS

The following applies to any all-virtual public meeting of the RCC BOG that is scheduled in conformance with this Operating Guidance Memorandum:

- a. The meeting notice indicates that the public meeting will be all-virtual, and the RCC BOG will not change the method by which the RCC BOG chooses to meet without providing a new meeting notice that comports with VFOIA.
- b. Public access is provided by electronic communication means that allows the public to hear all participating members of the RCC BOG; and,
- c. Audio-visual technology, if available, is used to allow the public to see the members of the RCC BOG.
- d. When audio-visual technology is available, a member of the RCC BOG shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.
- e. A phone number, email address, or other live contact information is provided to the public to alert the RCC BOG if electronic transmission of the meeting fails for the public, and if such transmission fails, the RCC BOG takes a recess until public access is restored.
- f. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the RCC BOG.
- g. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and
- h. There are no more than two members of the RCC BOG together in one physical location.

6. RECORDING IN MINUTES:

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. CLOSED SESSION

If the [BAC] goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. STRICT AND UNIFORM APPLICATION OF THIS OPERATING GUIDANCE MEMORANDUM

This Operating Guidance Memorandum shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

Re-affirmed by RCC Board of Governors 6/2/25

RCC OPERATING GUIDANCE MEMORANDUM NUMBER: Board Operations/No. 4	FUNCTIONAL AREA: Board of Governors SUBJECT: Remote Participation
APPLIES TO: Board meetings and administrative support	AUTHORITY: RCC Executive Director STAFF COORDINATION: RCC Chief Executive Assistant
EFFECTIVE DATE: 07/01/25	EXPIRATION DATE: 06/30/26 Must be reaffirmed annually.
SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE: Office of the County Attorney guidance regarding Virginia Code 2024 Updates	RELATED OGM: Board Operations/No. 3

1. AUTHORITY AND SCOPE

- a. This guidance is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.
- b. This guidance shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.
- c. This guidance must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).
- d. This guidance does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

2. DEFINITIONS

- a. “BAC” means the Reston Community Center Board of Governors (RCC BOG), or any committee, subcommittee, or other entity of the RCC BOG.
- b. “Member” means any member of the RCC BOG.
- c. “Remote participation” means participation by an individual member of the RCC BOG by electronic communication means in a public meeting where a quorum of the RCC BOG is physically assembled, as defined by Va. Code § 2.2-3701.
- d. “Meeting” means a meeting as defined by Va. Code § 2.2-3701.
- e. “Notify” or “notifies” for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.
- f. “Person with a disability” means a person who has a physical or mental impairment that substantially limits one or more of his major life activities or who has a record of such impairment.
- g. “Caregiver” means an adult related by blood, marriage, or adoption or the legally appointed guardian of the person with a disability for whom he is caring.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

- a. A quorum of the RCC BOG must be physically assembled at the primary or central meeting location.
- b. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is either a person with a disability or who must act as a caregiver at the time of the meeting for a person with a disability and is thus prevented from physically attending the meeting and who thus uses remote participation, will count toward the quorum as if the individual was physically present.
- c. Arrangements have been made for the voice of the remotely participating member to be heard by all people at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely; and
- d. A statutorily conforming Operating Guidance Memorandum must be adopted by the RCC BOG at least once annually.

4. PROCESS TO REQUEST REMOTE PARTICIPATION

- a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the RCC BOG Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to:
 - (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance,
 - (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance,
 - (iii) their principal residence location more than 60 miles from the meeting location, or
 - (iv) a personal matter and identifies with specificity the nature of the personal matter.
- b. The requesting member shall also notify the RCC BOG staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.
- c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in 4(a)(i)—(iii) above.
- d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's disability or medical condition that prevents their physical attendance at the meeting.
- e. For purposes of establishing a quorum of the BAC, the requesting member shall verify whether the requesting member is requesting remote participation due to his disability or need to act as caregiver for a person with a disability, pursuant to 3(b) above; and
- f. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION

When a quorum of the RCC BOG has assembled for the meeting, the RCC BOG shall vote to determine whether:

- a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
- b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. RECORDING IN MINUTES:

- a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location, the RCC BOG shall record in its minutes
 - (i) the [BAC]'s approval of the member's remote participation; and
 - (ii) a general description of the remote location from which the member participated.
- b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.
- c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this operating guidance or VFOIA, shall be recorded in the minutes with specificity.

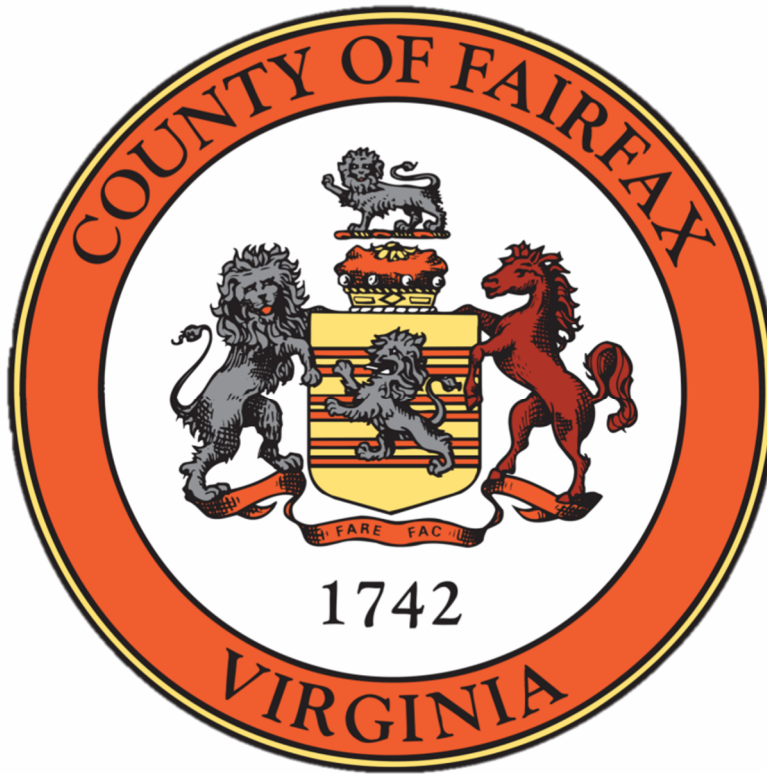
7. CLOSED SESSION

If the RCC BOG goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. STRICT AND UNIFORM APPLICATION OF THIS OPERATING GUIDANCE MEMORANDUM

- a. This Operating Guidance Memorandum shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
- b. The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.

Re-affirmed by RCC Board of Governors 6/2/25



FXCO-Reston Community Center

Security System SOW Proposal

May 7th, 2026

Submitted by:



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M.C. Dean, Inc.
1765 Greensboro Place, Suite 1400
Tysons, VA 22102
TEL: 571-209-6156
FAX: 703-463-2891

ATTN: Derrick Wagstaff,
Department of Emergency Management and Security
12000 Government Center Pkwy
Fairfax, VA 22035

Subject: Reston Community Center

M.C. Dean, Inc. ("M.C. Dean") hereby transmits an offer in response to Fairfax County Physical Security Assessment (PSA) for the Reston Community Center. M.C. Dean agrees to 100% of the terms, conditions, and provisions included in the solicitation, and agrees to furnish any or all items upon which prices are offered at the price set opposite each item. Our proposal and pricing shall be valid for 90 days.

Since 1949, M.C. Dean has provided advanced technical services to a variety of world-class customers, including DoD agencies, the Intelligence Community, and other Federal and commercial organizations with large-scale, complex, and mission-critical infrastructure needs. We provide life cycle maintenance, modification, and installation services for clients such as the Pentagon, U.S. Capitol Police, National Geospatial-Intelligence Agency (NGA), U.S. Navy, National Security Agency (NSA), U.S. Secret Service, Federal Bureau of Investigation (FBI), and Department of Homeland Security (DHS). We are a Value-Added Reseller for all leading ESS products and have experience working with dozens of security system manufacturers and vendors. M.C. Dean remains one of the nation's most trusted security integrators for several reasons:

- We focus on customer performance metrics that impact on the mission and day-to-day operations, not system metrics to justify unnecessary staffing levels.
- We are a CMMI Level 3 accredited and ISO-9001 certified ESS firm with 30+ years of ESS experience and extensive in-house capabilities.
- Our personnel are certified in advanced ESS & IT systems, network, and applications with an understanding of the unique requirements for access control, intrusion detection, video surveillance, perimeter intrusion, and other electronic security systems.
- We have extensive Information Assurance (IA) experience obtaining and maintaining Certification & Accreditation (C&A) / Authorization & Accreditation (A&A) specifically.
- We have a cultural focus on maintaining customer relationships by exceeding their expectations, meeting all contractual requirements, and ensuring their success.

If you have any questions regarding our submission, please do not hesitate to contact us.

Sincerely,



Adam Delamater, Project Leader

Security & Electronic Systems (SES)

M.C. Dean, Inc.

TEL: 571-215-3371

Adam.Delamater@mcdean.com

Scope Summary

M.C. Dean, Inc. will provide all labor, materials, and services necessary to install and integrate electronic security system (ESS) enhancements at the Reston Community Center in accordance with the Physical Security Assessment (PSA), amended PSA, and associated RFI responses.

The scope includes expansion of the existing Honeywell access control system, enhancements to the video surveillance system, and installation of an alert/notification system to support facility-wide emergency and lockdown functionality.

The access control system will be expanded utilizing the Owner's existing Honeywell Pro32 platform. M.C. Dean will provide and install four (4) Honeywell PRO42R2B dual reader interface modules, one (1) PRO42IN input module, one (1) PRO42OUT output module, and associated communication cabling. The expanded system will support seven (7) access-controlled openings.

Each access-controlled opening will be equipped with a card reader and monitored with door position switches. M.C. Dean will provide and install five (5) HID Signo 40 card readers at standard wall-mounted locations and two (2) HID Signo 20 mullion-mounted card readers at storefront-style door frames where narrow framing conditions require mullion installation. Twelve (12) GRI recessed door position switches will be installed. Six (6) Bosch request-to-exit devices will be installed at applicable door locations.

Emergency control devices will include three (3) Alarm Controls TS-20 lockdown push buttons, three (3) GRI GR3045 panic/duress switches, and one (1) Camden CM-1220-60KA maintained key switch. These devices will provide the ability to initiate lockdown sequences, activate alert notification devices, and enable or disable global access control states.

Electrified door hardware will be provided and installed by the door hardware contractor (Sure-Fit Security). M.C. Dean will provide all low-voltage cabling and terminations required to interface the access control system with contractor-provided hardware. Power for latch retraction devices will be provided by contractor-supplied Command Access PS-204 power supplies. M.C. Dean will provide and install two (2) Altronix AL600ULACMCB power supplies with associated batteries to support additional locking circuits and auxiliary systems.

The alert/notification system will consist of ten (10) STI-SA5600-A audible/visual strobes installed throughout the facility. These devices will be connected to the access control system and activated during emergency or lockdown events via programmed outputs.

The video surveillance system will consist of eight (8) IP cameras integrated into the Owner's existing Exacq video management system. M.C. Dean will provide one (1) Netgear GS516UP PoE network switch to support camera connectivity and power. The camera system will include four (4) AXIS P3827-PVE cameras, two (2) AXIS P3737-PLC cameras, one (1) AXIS P3275-LV camera, and one (1) AXIS P3277-LVE camera. This scope includes replacement and relocation of existing cameras to improve coverage. Multi-sensor cameras are utilized to maximize coverage while minimizing device count.

M.C. Dean will provide two (2) Exacq camera licenses. Existing available licenses will be utilized for the remaining cameras.

All systems will be integrated into the Owner's existing access control and video platforms. No new headend servers or recording systems are included in this scope.

Work Included In SOW

1. M.C. Dean will provide and install access control system expansion hardware, including four (4) Honeywell PRO42R2B dual reader interface modules, one (1) Honeywell PRO42IN input module, one (1) Honeywell PRO42OUT output module, and one (1) Honeywell PRO22DCC daisy chain cable.
2. M.C. Dean will provide and install five (5) HID Signo 40 card readers at standard wall-mounted locations and two (2) HID Signo 20 card readers at mullion-mounted locations.
3. M.C. Dean will provide and install twelve (12) GRI recessed door position switches for monitoring of door status conditions.
4. M.C. Dean will provide and install six (6) Bosch DS150i request-to-exit devices at applicable door locations.
5. M.C. Dean will provide and install three (3) Alarm Controls TS-20 lockdown push buttons for initiation of lockdown functions.
6. M.C. Dean will provide and install three (3) GRI GR3045 panic/duress switches for emergency signaling.
7. M.C. Dean will provide and install one (1) Camden CM-1220-60KA maintained key switch for global access control override functions.
8. M.C. Dean will provide and install low-voltage cabling required to support all access control system devices, including card readers, door position switches, request-to-exit devices, control switches, and locking hardware interfaces.
9. M.C. Dean will provide and install two (2) Altronix AL600ULACMCB power supplies with associated batteries to support auxiliary locking hardware and alert notification devices.
10. M.C. Dean will interface with door hardware provided by others, including latch retraction devices, electric strikes, and associated components, and will terminate all required control wiring.
11. M.C. Dean will provide and install ten (10) STI-SA5600-A audible and visual alert strobes and integrate these devices into the access control system for activation during emergency or lockdown events.
12. M.C. Dean will provide and install one (1) Netgear GS516UP PoE network switch to support CCTV system connectivity and power.
13. M.C. Dean will provide two (2) Exacq EVIP-01 camera licenses and integrate all new cameras into the Owner's existing video management system.
14. M.C. Dean will provide and install four (4) AXIS P3827-PVE cameras, two (2) AXIS P3737-PLE cameras, one (1) AXIS P3275-LV camera, and one (1) AXIS P3277-LVE camera.
15. M.C. Dean will provide and install all required camera mounting hardware and supports based on final installation conditions.
16. M.C. Dean will provide and install CAT6 cabling for all CCTV cameras.
17. M.C. Dean will remove and replace existing cameras as required and will relocate existing cameras in accordance with PSA and RFI direction.
18. M.C. Dean will provide lift equipment required to perform exterior camera installation work.
19. M.C. Dean will terminate, program, test, and commission all access control, alert, and video surveillance devices.
20. M.C. Dean will integrate all installed systems into the Owner's existing Honeywell access control system and Exacq video management system.
21. M.C. Dean will provide as-built documentation and project closeout deliverables upon completion.
22. M.C. Dean will provide a one (1) year installation warranty in addition to manufacturer warranties.

Exclusions

1. Core drilling
2. New roof penetrations
3. Patching and painting
4. Asbestos or other hazardous materials work
5. Periodic maintenance and equipment life cycle
6. Damage or abuse caused by others
7. All door locking hardware is provided by the door hardware contractor.
8. Performance and payment bond
9. Command Access PS-204 power supplies (provided by door hardware contractor)
10. Network switches and recording equipment not specifically identified in this scope
11. Camera licensing beyond two (2) Exacq licenses included
12. Access control software licensing
13. Conduit installation and pathway infrastructure
14. Fire alarm system modifications
15. Electrical branch circuits and 120VAC power installation
16. Network configuration, VLAN setup, and IT services
17. Server and storage upgrades for video management system

Assumptions

1. M.C. Dean, Inc. assumes the existing Honeywell Pro32 access control system has sufficient capacity and compatibility to support the proposed expansion hardware.
2. M.C. Dean, Inc. assumes the Owner has a minimum of five (5) available Exacq camera licenses, and that two (2) additional licenses provided under this scope will satisfy total system requirements.
3. M.C. Dean, Inc. assumes the Owner will provide all required network infrastructure, including switch uplinks, IP addressing, and network configuration.
4. M.C. Dean, Inc. assumes the Netgear GS516UP switch will be installed within an existing equipment space with adequate power and environmental conditions.
5. M.C. Dean, Inc. assumes the door hardware contractor will provide and install all electrified locking hardware and associated primary power supplies.
6. M.C. Dean, Inc. assumes all required low-voltage cabling from door frames to control equipment will be provided by M.C. Dean.
7. M.C. Dean, Inc. assumes final device locations will be field verified and coordinated prior to installation.
8. M.C. Dean, Inc. assumes mullion-mounted reader locations will be utilized at storefront-style door frames where wall space is not available, and that final mounting locations will be confirmed in the field prior to installation.
9. M.C. Dean, Inc. assumes cable quantities are based on estimated routing distances and may vary based on actual field conditions.
10. M.C. Dean, Inc. assumes the fire alarm contractor will provide a dry contact interface for required door release functions.
11. M.C. Dean, Inc. assumes lockdown and emergency functions will be implemented through access control system programming and output relay control.
12. M.C. Dean, Inc. assumes lift equipment will only be required for exterior camera installation activities.

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13. M.C. Dean, Inc. assumes existing infrastructure is in suitable condition to support integration of new equipment.
 14. M.C. Dean, Inc. assumes access to all work areas will be provided during normal working hours.
 15. M.C. Dean, Inc. assumes any unforeseen site conditions may require additional work and will be addressed through change order.
 16. M.C. Dean, Inc. assumes adequate space, power, and environmental conditions are available at all equipment locations.

Contract Completion

Upon completion of all items identified within the SOW, M.C. Dean, Inc. will verify with the customer to ensure that the project is complete and begin the one (1) year Installation warranty.

Definitization Requirements / Contract Performance

MC Dean, Inc. will perform work according to the statement of work above and documents provided below. M.C. Dean, Inc. will complete all work identified within this Statement of Work within a period of one hundred twenty (120) calendar days from receipt of Notice to Proceed or Purchase Order.

This period of performance accounts for current extended manufacturer lead times associated with AXIS camera equipment and other security system components. Any delays in material procurement, Owner-furnished equipment, or site access beyond the control of M.C. Dean may result in adjustments to the project schedule.

1. Proposed Delivery Schedule
 - a. Proposed Delivery schedule will be provided to show expected receiving time of all ordered equipment.
2. Proposed Payment Schedule
 - a. The proposed payment schedule will be provided to outline the expected payment for each milestone in the project.
3. Technical Manuals
 - a. Technical manual (digital copy) will be provided which provides datasheets and installation manuals for devices used in the installation such that customer and future maintenance teams can gain an understanding for how the installation and the individual devices are to function and be replaced.

PERCENTAGE	INVOICED	ACTIVITIES
10%	Upon Completion	<ul style="list-style-type: none"> • Project Kickoff Meeting
10%	Invoice Upon Design Submission	<ul style="list-style-type: none"> • Final Design Submission
15%	Invoice Upon Design Approval	<ul style="list-style-type: none"> • Customer Approval
35%	Invoiced Monthly as Parts are ordered	<ul style="list-style-type: none"> • Parts Order and Acquisition
20%	Invoiced Monthly until Installation is Completed	<ul style="list-style-type: none"> • Installation Complete
10%	Upon Approval of each portion	<ul style="list-style-type: none"> • Acceptance Testing Completed • Closeout Deliverables Approved
100%	Total	

Firm Fixed Price

M.C. Dean, Inc. will perform the above listed scope of work for a total Firm Fixed Price of:
 (*Price valid for 90 days from submission)

Proposed Solution Cost

TOTAL: \$ 78,854.39



Date: May 7, 2026
 Quote #: 20260507-DRD-RESTONCESS
 RFP #: N/A

Contract #: 4400011880
 Project Name: Reston Community Center ESS

I. MATERIAL COST						
I-A. 30% Discount % Off Catalog MSRP Price for Parts, Material & Equipment.						
Part #	Description	Manufacturer	Quantity	MSRP	-30%	Total Cost
SRWALLBRKT6U	Vertical Wall Mounted Rack, 6U 200lbs	TRIPP LITE	1	\$ 193.45	\$ 135.42	\$ 135.42
PRO42R2B	PRO4200 DUAL READER BOARD	HONEYWELL	4	\$ 1,133.60	\$ 793.52	\$ 3,174.08
PRO42OUT	PRO4200 16 Relay Output Module	HONEYWELL	1	\$ 1,242.60	\$ 869.82	\$ 869.82
PRO42IN	PRO4200 16 Input Module	HONEYWELL	1	\$ 1,242.60	\$ 869.82	\$ 869.82
PRO22DCC	PRO4200/3200 Daisy Chain Cable	HONEYWELL	1	\$ 388.04	\$ 271.63	\$ 271.63
AL600ULACMCB	8-Door Power Supply, 24VDC	ALTRONIX	2	\$ 708.00	\$ 495.60	\$ 991.20
BT1212	BATTERY, 12V 12 AH (Power Supplies)	ALTRONIX	2	\$ 120.17	\$ 84.12	\$ 168.24
180-12WG-W	3/4" Steel Door Recessed Switch Set, Standard Gap, 5W, 175VDC, 0.25A, SPDT, C x 2, White	GRI	12	\$ 13.51	\$ 9.46	\$ 113.52
40NKS-00-000000	SIGNO 40,BLK/SLVR,PIG,CRD PFL STD,MA RDY,FMT:ASP10022,WIEG,32-B MSB,EM:32-B,LED:RED,FLSH:GRN,BZR,SRF:ON,IPM:OFF,VEL:OFF,TAP	HID	5	\$ 494.89	\$ 346.42	\$ 1,732.10
20NKS-00-000000	SIGNO 20K,BLK/SLVR,PIG,CRD PFL STD,MA RDY,FMT:ASP10022,WIEG,32-B MSB,EACH,4-B MSG,NOPAR,LEN:13,FC:0,EM:32B,LED:RED,FLSH:GRN,BZR,KBD:RED,BZR,VIS:ON,SRF:ON,IPM:OFF,VEL:OFF,TAP	HID	2	\$ 480.34	\$ 336.24	\$ 672.48
DS150I	Request Exit Sensor	BOSCH	6	\$ 130.80	\$ 91.56	\$ 549.36
4461230-500	4 ELEMENT ACCESS CONTROL CABLE 18-04 + 22-3P + 22-02 + 22-04 PLENUM YELLOW JACKET	WINDY CITY WIRE	3	\$ 2,354.40	\$ 1,648.08	\$ 4,944.24
444360BR	1000' 22 AWG 2 Conductor Bare Copper, Non-Shielded Plenum UL Listed C(UL)US CMP	WINDY CITY WIRE	3	\$ 272.50	\$ 190.75	\$ 572.25
442360BR	18 AWG 2 Conductor Bare Copper, Non-Shielded Plenum UL Listed C(UL)US CMP	WINDY CITY WIRE	3	\$ 378.23	\$ 264.76	\$ 794.28
TS-20	Under Desk Push Button with Alternate Action Switch, SPDT	ALARM CONTROLS	3	\$ 83.93	\$ 58.75	\$ 176.25
CM-1220-60KA	Key Switch, SPDT N/O and N/C Momentary, Keyed Alike	CAMDEN	1	\$ 191.84	\$ 134.29	\$ 134.29
Netgear	16-Port Gigabit Ethernet High-Power PoE+ Unmanaged Switch with 8-Ports PoE++ (380W)	GS516UP	1	\$ 552.37	\$ 386.66	\$ 386.66
Exacq	PROFESSIONAL IP Camera license, per camera. Includes 1 year of software updates or up to 5 years when purchased with an exacqVision server.	EVIP-01	2	\$ 250.70	\$ 175.49	\$ 350.98
P3827-PVE	180 degree, 7 MP multisensor, indoor/outdoor	AXIS	4	\$ 1,917.20	\$ 1,342.04	\$ 5,368.16
T94P01B	Corner Bracket	AXIS	1	\$ 102.46	\$ 71.72	\$ 71.72
P3737-PLE	360 degree, 4x5 MP multidirectional, indoor/outdoor	AXIS	2	\$ 2,157.00	\$ 1,509.90	\$ 3,019.80
T94N01D	Pendant Kit for P37 series, pole/parapet/corner mount	AXIS	2	\$ 118.70	\$ 83.09	\$ 166.18
T91D62	Telescopic Parapet Mount	AXIS	1	\$ 478.40	\$ 334.88	\$ 334.88
T91E61	Wall Mount Arm, indoor/outdoor	AXIS	1	\$ 64.63	\$ 45.24	\$ 45.24
P3275-LV	Indoor 2 MP Dome	AXIS	1	\$ 814.12	\$ 569.88	\$ 569.88
P3277-LVE	Outdoor 5 MP Dome	AXIS	1	\$ 1,317.58	\$ 922.31	\$ 922.31
556609	1000' CAT6 Blue, Plenum - CCTV	WINDY CITY WIRE	1	\$ 579.88	\$ 405.92	\$ 405.92
556600	1000' CAT6 White, Plenum - CCTV	WINDY CITY WIRE	1	\$ 579.88	\$ 405.92	\$ 405.92
STI-SA5600-A	Select-Alert Siren/Strobe, Rectangle, Amber	STI	10	\$ 87.05	\$ 60.94	\$ 609.40
Subtotal						\$ 28,826.03
I-B. Where MSRP does not exist Parts, Material & Equipment shall be provided at Cost						
#	Description	Manufacturer	Quantity	MSRP	M.C. Dean Cost	Total Cost
	Misc. Materials- Tape, cable supports, Tiewraps, consumables not specifically listed in the bill of materials	Varies	1		\$ 300.00	\$ 300.00
Subtotal						\$ 300.00
Total Material:						\$ 29,126.03

II. LABOR COST



Date: May 7, 2026
 Quote #: 20260507-DRD-RESTONACCESS
 RFP #: N/A

Contract #: 4400011880
 Project Name: Reston Community Center ESS

I. MATERIAL COST

I-A. 30% Discount % Off Catalog MSRP Price for Parts, Material & Equipment.

Part #	Description	Manufacturer	Quantity	MSRP	-30%	Total Cost
Labor Category			Hours		Rate	Total Cost
Technician Labor Rate Per Hour, Normal Working Hours.			268		\$ 110.57	\$ 29,632.76
Security Alarm System Design Services			44		\$ 108.65	\$ 4,780.60
Total Labor:						\$ 34,413.36

III. MISCELLANEOUS COST

Permits, Rental equipment and Subcontractors shall be provided at cost.

	Description	Total Cost
1	Low Voltage Permit	\$ 2,750.00
2	Outdoor Lift Rental	\$ 1,275.00
3	Door Hardware Contractor	\$ 11,290.00
Total Miscellaneous:		\$ 15,315.00

GRAND TOTAL: \$ 78,854.39